

Encroachment Specification Ordinance

1.0 PURPOSE AND AUTHORITY

The purpose of this Ordinance is to protect, maintain, and enhance the public health, safety, and general welfare by establishing minimum standards for construction as required by the latest version of the Town of Westfield Utility and Infrastructure Construction Standards. Also, this Ordinance provides procedures to control, review, and approve the construction of public improvements as well as procedures for the control and maintenance of the Town rights-of-way.

The Town of Westfield is responsible for maintaining all streets and structures accepted within the Westfield rights-of-way, and it is therefore necessary to set minimum standards for the construction of all improvements for which the Town will be responsible in order to avoid assuming unnecessary maintenance costs and inconvenience to the citizens and businesses of the Town of Westfield.

All improvements intended for public use, to be constructed in a Town right-of-way or easement, or to be constructed as a privately maintained improvement must conform to Town standards according to the latest version of the Town of Westfield Utility and Infrastructure Construction Standards and shall conform to or exceed the standards as set forth in this Town Ordinance.

The standards set forth in this Town Ordinance are intended to be minimum standards. Variances from these standards may be considered by the Westfield Public Works Director or designee upon written application. Variance requests must cite unusual conditions and justify changes based upon sound engineering practices. Proposed variances shall have been reviewed by any applicable agency of jurisdiction before consideration by the Westfield Public Works Department. Also, any proposed variances must be supported by a Professional Engineer that is registered in good standing with the State of Indiana.

All improvements shall be constructed to conform to the 1999 Standard Specifications of the Indiana Department of Transportation (INDOT), referred to in this Ordinance as "Standard Specifications", except where deviations are hereinafter allowed or variances granted. Copies of the Standard Specifications are on file at the Public Works Department and are available for review.

2.0 SUBGRADE AND BACKFILL

Flowable fill shall be required as backfill on any cut made in streets, alleys, or shoulders within five-foot (5') of the edge of asphalt. The Westfield Public Works Director and/or his designee, herein referred to as "Town" shall review and approve any exceptions. The installation of all underground utilities outside of the five-foot (5') edge of asphalt easement shall be in compliance with the latest version of the Town of Westfield Utility and Infrastructure Construction Standards.

3.0 Right-of-Way Encroachments

Any person, firm, or corporation desiring to open, cut, bore into or under any street, alley, or other public way, paved or unpaved, or to obstruct the right-of-way for the express purpose of construction, vending, or other purpose restricting the intended use of the right-of-way within the

limits of the Town shall be required to obtain a specific permit for such purpose. Aerial work beyond five feet of pavement which does not obstruct traffic or cause any traffic hazards and does not damage the Town's right of way is exempt from permits.

3.1 Encroachment Permit Authority

The Town of Westfield Public Works Department has the legal responsibility for the management of all Town property. The proper use of the public rights-of-way are within the legal authority of the Public Works Department. All encroachments shall be in accordance with this Ordinance and subject to the authorization of the Public Works Department. The Westfield Town Council shall hereby grant the Director of Public Works the authority to approve encroachment permits, as an agent of the Town, on specifically designated local streets for normal and routine encroachment requests. The Director shall have the right to appoint a deputy to perform the duties of encroachment permit administration.

3.2 Types of Right-of-Way Encroachments

The following right-of-way encroachments which shall specifically require an encroachment permit:

a. Right-of-Way Cuts

1. The extension of services to a new development from existing Town right-of-way;
2. The extension of services to existing homes in the right-of-way;
3. Upgrade of service to a single user within the right-of-way;
4. Directional bores within the right-of-way;
5. Parallel, diagonal or perpendicular cuts through the existing pavement or the right-of-way;
6. Installation of overhead services within the right-of-way;
7. Emergency encroachments; and
8. Open Trenching.

b. Right-of-Way Blockage

1. Obstruction due to dumpsters, construction equipment, materials or signage;
2. Sidewalk sales commercial and residential,
3. Business awnings, canopies, or sign encroachments;
4. Authorized plantings within the right-of-way;
5. Building facade restoration and renovations;
6. Any work to be done by the resident pertaining to drive approaches or sidewalk replacement;

c. Curb Cuts/New Access Into Existing Town Right-of-way

1. New residential driveways;
2. Upgrade of commercial or residential driveways;
3. Addition of auxiliary lanes to existing development in accordance with Town standards.

d. Special Provision Encroachments

1. Pavement resurfaced within thirty-six (36) months of encroachment application.
2. Brick streets, alleys, sidewalks or any other brick surface within the right-of-way of the Town of Westfield.

3.3 Encroachment Application and Permit Procedures

All encroachment permit applications shall be in written form. Applications must be submitted to the Public Works Department prior to the encroachment being granted. The encroachment permit application shall be administered and reviewed by the Public Works Department and approved only after the required conditions of the permit have been established and all conditions are met to the satisfaction of the Public Works Department Director or designee. On all applications submitted there will be up to a ten (10) working day review period. No work will be allowed prior to the review. A penalty fee of up to \$500.00 will be enforced by the Town with a stop work order for unauthorized work performed before permits are approved. All permit work shall be performed Monday through Friday, during the hours of 7:30 a.m. to 4:30 p.m., unless pre-approved by the Director and/or his designee. Permittee's are responsible for reimbursement of any overtime incurred by the inspectors for any work done out of the normal business hours

of Monday through Friday, 7:30 a.m. to 4:30 p.m. Possession of a properly endorsed encroachment permit by the Town shall constitute permission to encroach upon the Town of Westfield right-of-ways. The permit shall be available at all times, on site during the period of encroachment.

a. Standard Encroachment Permit application

Standard encroachment permit applications must be obtained through the Westfield Public Works Department 2706 E. 171st Street Westfield IN 46074. The Permittee must submit the original encroachment permit application, and a drawing of the proposed right-of-way encroachment to the Director or designee. Upon the receipt of the application, the Permittee shall be notified after a review period of up to ten working days of the approval or denial of the submitted application. Permits shall be returned by mail only when the Permittee provides the proper postage and envelopes.

b. Emergency Encroachment Permit Application

In the event that public safety is a concern after normal business hours, the Town may grant an emergency permit. Emergency encroachment permits are to be in written form. Permit must be filled out on site by a Town of Westfield representative for Permittee to be valid. No facsimile forms are accepted. All standard encroachment permit fees apply. The emergency permit will become void 24 hours from the time indicated by the Town representative on the permit.

c. Additional Permits

The Permittee is responsible for obtaining all the necessary permits prior to the approval of the encroachment application; including, but not limited to the following:

1. Town of Westfield permits;
2. Hamilton County permits,
3. Indiana Department of Transportation permits;
4. Department of Natural Resource permits;
5. Indiana Department of Environmental Management;
6. and Federal permits through the Army Corps of Engineers.

d. Notification of Residents

The Permittee shall be responsible for the proof of proper notification of all residents affected by the proposed encroachment, as determined by the Town. A copy of the letters shall be provided to the Westfield Public Works Department to become part of the encroachment permit documentation.

e. Traffic Control

Traffic control shall be required for all encroachments that restrict the natural flow of traffic. All temporary traffic control measures shall conform to the latest addition of the Indiana Manual on Uniform Traffic Control Devices. Unless otherwise provided, the street shall be kept open to all traffic while undergoing improvements. Where so provided on maintenance of traffic plan, approved by the Director, traffic may be bypassed over a detour route. The detour route markings shall be erected, maintained, and removed by the Contractor. The portion of street being used by public traffic shall be kept in such conditions that such traffic will be adequately accommodated. Flashing type II barricades or drums in accordance with INDOT Specification 801.09, shall be placed at 100 ft. intervals where drop-offs of greater than 3 inches are adjacent to the shoulder until the aggregate or earth wedge is placed. In areas allowing on-street parking, a distance of 50' to 25' may be requested.

f. Encroachment Start Procedures

The Westfield Public Works Department shall require notification prior to the start of any encroachment. In accordance to Indiana Public Law #IC-8-1-26, an I.U.P.P.S. authorization number must be received a minimum of 72 hours prior to any encroachment in the right-of-way. Failure of notification prior to the start of the encroachment shall result in a \$100.00 fine. If the encroachment duration is more than 5 working days, written weekly updates shall be provided to the Director and/or his designee and daily notification shall be required at the discretion of the Director. A copy of the approved encroachment permit shall be required to be on site at all times.

g. Permit Life

Encroachment start dates shall be provided on the encroachment permit application. If encroachment does not commence within 45 working days of the permit approval date, the permit shall be considered void and the encroachment application shall be resubmitted for approval consideration. All work must be completed within 60 working days of the application approval date. Exceptions shall be noted on the permit application and shall be authorized by the Town only.

- a. Completion dates and times on all open cuts will be noted by Town Inspectors on-site at the time of final inspection of the permit. (See 3.3(I))

- h. Permit Cancellation Procedures

Cancellation of any scheduled inspections is required prior to inspection. Failure of prior notice will result in a penalty fee of \$100.00 per inspection.

- i. Temporary and Permanent Patches

Maintenance periods will begin with the final inspection date approved by the Director and/or his representative. All open cuts in streets and alleys shall have permanent patches in place no later than 20 working days of the temporary patch inspection date, or within the permit life whichever comes first. Winter cut procedures will be determined by the Director and/or his representative for each individual permit application. Temporary construction patches shall be maintained to the satisfaction of the Director until permanent patches are complete. Bricks shall be replaced with original bricks removed from patches. Concrete and sod areas are to be restored to equal, if not better condition within the 20 working day completion period. All patches listed in this Ordinance Section 3.0 shall be maintained by the permit application holder for a period of one year. All temporary patch methods are to be determined by the Director or his representative.

- j. INDOT Encroachment Permits

The Town may request to review all Indiana Department of Transportation encroachment permits obtained for work within the Westfield Corporate limits.

- l. Inspections

All encroachment permits defined in Section 3.2 shall be inspected by the Town before, during, or after encroachments.

3.4 Encroachment Permit Insurance and Bonding

The Permittee shall be required to submit proof of insurance for general liability. The Westfield Public Works Department, Director and/or his representative may require the Permittee to post a \$10,000 bond in favor of the Town of Westfield. Single family dwelling driveways and encroachments as defined in Section 3.2(b) of this Ordinance shall be exempt from the bonding requirements. The minimum insurance requirement shall be \$1,000,000 per occurrence, \$300,000 per person, and \$50,000 for legal unless an exemption is requested through the Public Works Department, Director and/or his representative.

3.5 Encroachment Details

All asphalt encroachments shall conform to latest version of the Town of Westfield Utility and Infrastructure Construction Standards. upon the completion, unless instructed otherwise and approved by the Town.

3.6 Encroachment Permit Fees and Public Improvement Responsibilities

A separate encroachment permit application shall be required for each individual right-of-way cut or encroachment. Each standard application 3.2 (a) and (c) shall require a minimum \$50.00 fee to be paid upon the receipt of the approved encroachment permit. Exceptions are encroachments as defined in Section 3.2 (a)(8) shall require an additional fee of \$0.10 per foot if extended over 100 feet. Encroachments defined in Section 3.2(b) of this Ordinance are valid for thirty (30) days and require a \$25.00 fee. Encroachments as defined in Section 3.2 may require review of construction plans by the Town.

- a. Special provision encroachment fees as stated in Section 3.2(d) are as follows. These fees are in addition to the standard encroachment fees.
 1. Pavement resurfaced within twelve (12) months of encroachment applications shall require a \$300.00 fee. This fee is to be paid upon the receipt of the approved encroachment application.
 2. Pavement resurfaced within twenty-four (24) months of encroachment application shall require a \$200.00 fee. This fee is to be paid upon receipt of the approved encroachment application.
 3. Pavement resurfaced within thirty-six (36) months of encroachment application shall require a \$100.00 fee. This fee is to be paid upon receipt of the approved encroachment application.
 4. Any brick streets, alleys, sidewalks or any other brick surface within the right-of-way controlled by the Town of Westfield. A fee of \$100.00 shall be required upon receipt of the approved encroachment application.
 5. The Town of Westfield holds all options to invoke special fees per the approval of the Public Works Department when applicable for encroachments not covered within these standards.
- b. The Westfield Public Works Department shall have exclusive authority to grant a street cut request on all primary and secondary arterials as determined by the Hamilton County Thoroughfare Plan. The street cut methods shall conform to the related details of this Ordinance and the latest version of the Town of Westfield Utility and Infrastructure Construction Standards.
- c. Street cuts requiring authorization by the Westfield Public Works Department, shall be a minimum 1 1/2" mill and overlay for the entire effected street surface for streets paved within 3 years of the encroachment permit application date as listed under Section 3.2 (d).

1. Open street cuts parallel, diagonal or perpendicular to the travel lanes shall require a full pavement width mill and overlay. The required resurfaced area shall extend a minimum of 10' beyond each of the saw cut edges, as determined by the Director and/or his representative.
- d. The Director shall require the implementation of special methods of street cuts from November 1 through April 31 to ensure temporary street cut patches do not interfere with the normal operation of the Public Works Department or other Town services.

4.0 PENALTIES

- a. Any person, firm, corporation, or any other entity who shall be in violation of Chapter 3.1 through 3.5 of this ordinance, or any amendment thereto, shall receive a fine of not more than \$500. Each day an entry or cut is made without the issuance of a proper permit under this chapter shall constitute a separate offense, and each separate offense shall subject the violator to a separate fine as provided herein.
- b. Any person, firm, or corporation, or any other entity who shall be in violation of Chapter 3.6 (a) 1-5, shall be subject to a fine twice that of the original encroachment application fee. Each day an entry or cut is without the issuance of a proper permit under this chapter shall constitute a separate offense, and each separate offense shall subject the violator to a separate fine as provided herein.
- c. Any agency whose approval is required under this Ordinance or any interested person may seek an injunction against any person who violates or threatens to violate any provision of this Ordinance.
- d. In accordance to any other sanction under this Ordinance, a person who fails to install or to maintain the approved public improvements in accordance with the approved construction plan shall be liable to the Town of Westfield in a civil action, for damages in an amount equal to the cost of installing or maintaining the controls, all engineering fees, court costs, litigation expenses, and attorneys fees incurred by the Town.
- e. Any persons, firm, corporation, or any other entity who fails to secure any service that can cause damage to property or health due to its failure, shall receive a \$500.00 penalty for every 24 hour period that corrections are not made. The twenty-four (24) hour period will start from the time the damaged service is reported. This application should fall under Section 3.3 (b) on procedures and time frames.
- f. Any governing authority that recovers damages in accordance with this subsection shall deposit them in a special fund, to be used solely for:

1. Correcting, to the extent possible, the failure to install or maintain the public improvements according to the approved plans and specifications;
 2. Correcting, to the extent possible, the failure to follow the procedures outlined under permits issued in accordance with this Ordinance; and
 3. The administration of the construction inspection as per this Ordinance.
- g. The Town of Westfield shall hold the right to secure and/or complete without prior notification to the applicant any and all permit cuts found to be public safety concerns. Costs incurred by the Town of Westfield, any and all actions taken by the Town shall be reimbursed by the applicant/applicant as reflected in Attachment A4 of this ordinance.
- h. Failure to complete permanent patches within the 20 working day requirement may result in a fine of \$100 per day, up to five (5) working days. In the event the repairs are not made in this time period, the Town may repair the patches as defined in section 4.0 (g), including all fines.

5.0 SEVERALTY

If any portion, section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portion of this Ordinance, it being the intent of the Town of Westfield Public Works Department that this Ordinance shall stand, notwithstanding the invalidity of any portion, section, subsection, sentence, clause, or phrase, hereof.

Attachment A4

Costs

See **Section 4.0 Penalties, h.**

The costs shown on this attachment are subject to change only at the approval of the Town of Westfield Public Works Department.

Labor -	\$ 30.00 /hour
Operator -	\$ 45.00 /hour
Backhoe -	\$120.00 / hour
Loader-	\$150.00 / hour
<i>Traffic Maintenance -</i>	
Cones -	\$10.00 each / hour
Barricades -	\$30.00 / hour
Steel Plates -	\$50.00 / hour
<i>Vehicles -</i>	
Pickup -	\$ 50.00 /hour
Single axle -	\$ 85.00 / hour
Tandem -	\$100.00 / hour

This list does not reflect all costs or does it imply maximum charges that can incur with all penalties of this ordinance. Material costs of asphalt and/or concrete are not listed due to price variations with vendors and quantities.

***A minimum of one (1) hour will be charged on all labor and equipment.**

Town of Westfield, INDIANA
APPLICATION FOR ENCROACHMENT PERMIT

Town of Westfield
Public Works Department
2706 E. 171st Street

Date of Application: _____

PERMIT NUMBER: _____

FEE: _____

The Permittee hereby requests permission to encroach on the following public right-of-way: street, sidewalk, alley, or other public place at the described location. Applicant shall submit **one original** application with plans attached either in person, or by mail. No verbal transmissions will be accepted. Facsimile transmissions will be accepted only at the approval of the Director or his representative. The approved permit is to be picked up personally by applicant. Call (317) 896-5452 if there are any questions concerning the above procedures or to purchase copies of Encroachment Standards Ordinance.

Name of Prime Contractor/Utility (Permittee) _____

Street Address City, State & Zip Code Telephone

Name of Sub-Contractor performing work _____

Street Address City, State & Zip Code Telephone

Street/Road Name and Address of work _____

Sub-Division _____

Location of Work Street ☐ Alley ☐ Sidewalk ☐ Shoulder/Bern ☐ **Type:** Cut ☐ Bore ☐ Trench ☐ Other ☐

Type of construction: WATER GAS ELECTRIC TELEPHONE CATV SEWER OTHER _____

New Construction ☐ Existing Construction ☐

Please describe work proposed: _____

IUPPS Number: _____

SIZE OF STREET OR RIGHT-OF-WAY CUT

Traffic Lanes: Length _____ Feet Width _____ Feet Depth Within Traffic Lanes _____ Feet

Sidewalk: Length _____ Feet Width _____ Feet Depth Within Sidewalk _____ Feet R/W _____ Feet

Circle Surface: CONCRETE ASPHALT ASPHALT OVER CONCRETE BRICK
ASPHALT OVER BRICK GRAVEL-DIRT
OTHER (explain) _____

Total Width of Traffic Portion of Street or Road Affected by Permit _____ feet

No. of Traffic Lanes _____ No. of Traffic Lanes to be Closed _____ Hours Closed _____ Length _____ Feet

Are construction vehicles/equipment to be left on site unattended? Circle: YES NO (If yes, refer to Items 4 and 5)

Length of time unattended: _____ # of weekdays _____ weekends

ESTIMATED DATE OF COMPLETION: _____

(Signature required on back)

TERMS AND CONDITIONS FOR ENCROACHMENT PERMIT

1. It is understood that any permit by virtue of this request is revocable at the pleasure of the Town of Westfield and that the same shall be voided if the following terms and conditions are not fulfilled by the Permittee. The Permittee hereby agrees to observe all requirements of the Encroachment Standard Ordinance and comply with the conditions set forth by the MUTCD Rulings and Revisions.
2. The undersigned shall notify the Director or his representative a minimum of 72 hours prior to the time that work is to be performed. The undersigned will furnish placards identifying equipment, flashers, barricades, and/or other warning devices at the construction site. When two-way traffic is confined to one lane, flagging personnel shall be required. Permittee must follow Chapter XVII of Title 29, Code of Federal Regulation, Part 1926 known as Safety & Health Regulation for Construction.
3. In cases where the work authorized by the permit will cause major interference with traffic flow on streets, Permittee shall provide a uniformed traffic officer when requested by the Director or his representative to provide traffic control at the construction site. Work shall not be performed on any major arterials, streets, and thoroughfares during rush hours or peak hours of vehicular traffic flow, unless in case of emergencies.
4. The Permittee shall not create a hazardous or unsafe situation at construction sites, which would cause injury or damage to vehicular and pedestrian traffic. The Permittee shall not leave unattended open cuts unprotected overnight or during weekend periods. Permission to use temporary steel plates or any authorized substitutes shall be requested at open cuts or construction sites. The Director or his representative shall be notified of these steel plates or substitutes by the Permittee.
5. All construction equipment and/or vehicles left unattended for any length of time shall be parked in locations as to not create hazardous and unsafe situations to vehicular and pedestrian flow. The construction equipment and/or vehicles shall be parked in such a manner as to not restrict sight distance to vehicular traffic.
6. The Permittee shall hold harmless and indemnify the Town of Westfield from, for and against any claim of any person in tort, contract, or otherwise arising out of the act or omissions of the Permittee, their agents, representatives, servants, contractors, and the latter's subcontractors, whenever such acts or omissions or any rights or performance or exercise thereof, of the Permittee arise under this permit from alteration, modernization, replacement, operation, maintenance, change or removal of any part or portion of the public right-of-way, or facility thereof.
7. The Permittee shall stipulate the type of materials and method of repair utilized to close any open cuts, subject to the Director or his representative's approval.
8. The Permittee shall begin work within 45 working days from the date of application approval, and work must be completed within 60 working days of the application approval. Any construction and/or work not completed by this date shall be grounds to nullify and void this permit. Re-application would then be necessary.
9. The Permittee shall be required upon completion of construction and/or work to notify the Director or his representative for inspection and verification. The construction and/or work shall be inspected prior to being accepted by the Town of Westfield as being complete. The Director or his representative shall perform the inspection.
10. Upon the completion of all open street cuts, permanent patches shall be in place no later than 20 working days from the temporary patch inspection date. Any construction work or repair measures utilized to close any open cuts made under this permit that are found to be unsatisfactory shall be corrected within 10 working days by the Permittee. The Permittee shall be responsible to maintain and repair any and all open cuts granted by this permit for a period of one year upon final acceptance, unless the Town of Westfield and/or other utilities, contractors, or subcontractors or other parties remove, damage, modernize, replace, change any part or portion of the public right-of-way or facility or thereof granted under this permit.
11. Upon Completion/Acceptance by Director or his Representative. As builds must be provided (print and CD form) within 30 days of completion.

Signature of Applicant _____ Title _____ Date _____

Printed Name _____

Company Name _____ Telephone Number () _____

For Office Use Only:

Traffic Control Personnel: YES NO Uniform Police: YES NO Number of Personnel Necessary: _____

Steel Plates or any other authorized substitute to be used? Circle: YES NO (If yes refer to Item 4)

Type of materials and methods used to close or repair open cuts shall conform to Attachment A. If another method has been pre-approved, please list below:

Director/or his representative

Date Approved

Public Works Department (317) 896-5452: Permit Records and Inspections
Work Completed Date: _____

